

UNITED STATES GOVERNMENT

# 2-Way Memo

Subject:

To:



DATE OF MESSAGE
DATE OF REPLY
<b>INSTRUCTIONS</b> Use routing symbols whenever possible. SENDER: Forward original and one copy. Conserve space. RECEIVER: Reply below the message, keep one copy, return one copy.

5027-101

USE BRIEF, INFORMAL LANGUAGE

BEST COPY -  
NO TEXT WITH  
DOCUMENT.

From: